

Village of Hinckley Regular Board Meeting for April 5, 2010

President Godhardt called the regular meeting of the Village Board to order at 7:30 p.m.

Roll call showed President Godhardt and Trustees: Dave Maroo, Nancy Nelson, Lee Luker, Steve Warner, Bob Albright and Todd Prellberg all present. This established a quorum.

Other persons in attendance included: Dawn Grivetti, Village Clerk, Rob Mason, Village Treasurer, Jeffrey Lewis, Village Attorney, Bill Dunn and Village Engineer, Engineering Enterprises, Inc. (EEI).

The Pledge of Allegiance was recited.

MINUTES FROM PREVIOUS MEETING

The minutes for the March 15, 2010 Village Board meeting were presented for approval. Clerk Grivetti informed the Board she was still missing information in the minutes. Trustee Warner stated he opposed the motion on page three regarding the replacement of a blower for the WWTP. Trustee Prellberg stated he thought the motion on page four regarding spending \$10,000 to rehab one drying bed at the WWTP failed with Trustees: Maroo, Prellberg and Nelson voting nay and Trustees Warner and Albright voting yea. The motion that passed should have stated authorization to rehab one drying bed at whatever the cost; seconded by Trustee Albright. That motion carried 5-0. Trustee Maroo made a motion to approve the minutes as amended; seconded by Trustee Nelson.

Motion carried unanimously by voice vote.

APPROVAL OF BILLS

The bills were presented for payment. A list of Accounts Payable and current bank account balances was also presented. Clerk Grivetti stated the Village will need approximately \$70,000.00 for payroll by the end of this month (two regular payroll transfers for March and April and payroll for elected and appointed officials).

Trustee Luker made a motion to pay the bills as presented; seconded by Trustee Maroo.

Motion carried unanimously by voice vote.

TOTAL OF ALL BILLS RECOMMENDED FOR PAYMENT

General Fund	\$	9,409.66
Police Fund		4,310.28
Parks and Recreation Fund		149.00
Garbage Fund		11,267.79
Motor Fuel Fund		0.00
Road and Bridge Fund		161.50
Water and Sewer Fund		23,457.28
Water Improvement Project Fund		<u>0.00</u>
Total:	\$	48,755.51

ATTORNEY'S REPORT

Attorney Lewis had nothing to report.

COMMENTS FROM PERSONS PRESENT

There were no comments from persons present.

COMMITTEE REPORTS

Personnel, Nancy Nelson – Trustee Nelson scheduled a meeting for Wednesday, April 7, 2010 at 5:30 p.m. at Village Hall.

Finance, Dave Maroo – Trustee Maroo thanks Ms. Grivetti for her research of the income and expenses of the Highway Improvement Project. He also stated he recently attended a DeKalb County Regional Planning Commission meeting. County Comprehensive Plans are on line; and the County website also has some new GIS web maps available for viewing.

Trustee Maroo suggested sending a resolution to Springfield regarding their spending habits; and stated the Tax Computation Report has been signed and delivered to the County Assessor's Office. The total extension for the Village of Hinckley will be \$242,870.92.

Economic Development, Dave Maroo – Trustee Maroo had nothing to report.

Streets and Alleys, Lee Luker – Trustee Luker asked the Board if they wanted the Public Works Dept. to stop replacing water meters and start patching streets and alleys. President Godhardt replied Mr. Moore has been patching periodically. Trustee Luker then asked if the Board might be interested in paying to have the streets swept. Trustee Albright asked if it wasn't done last year is it worth paying for this year. Trustee Luker replied it is one of those things that can build up if not kept up with. Mr. Moore will look into the cost. Trustee Luker also asked the Board about chipping brush. President Godhardt replied the Board decided not to repair the chipper to save money.

Water and Sewer, Steve Warner – Trustee Warner reported a pump (blower motor) went down. The Village could save \$1,000 by rebuilding it. He also suggested up-scaling the deep well pump motor from 500 to 800 gals/min. Mr. Dunn replied the IEPA loan only allows the Village to meet current needs with the well. Trustee Warner stated he feels the Village should spend the \$15 – 20,000 for future growth. Trustee Luker reminded him the Village does not have the money to meet current needs.

Building and Grounds, Bob Albright – Trustee Albright stated he will schedule a Building and Grounds Committee meeting Wednesday April 7, 2010 at 7:30 p.m. at Village Hall to discuss the office copier.

Trustee Luker suggested the committee discuss who will mow Royal Estates Subdivision, Unit 8. Trustee Maroo replied the Village should contact the last know owner and tell them we expect them to maintain it. Attorney Lewis will send a notice.

Parks and Equipment, Todd Prellberg - Trustee Prellberg had nothing to report.

TABLED ISSUES

There were no tabled issues.

PRESIDENT'S REPORT

1. Liquor Liability Policy with R. W. Troxel

Trustee Prellberg made a motion to not renew the liquor liability policy with R. W. Troxel that allowed park shelter house renters to purchase a rider on our policy; and require renters to provide their own dram shop insurance if selling alcohol at the park; seconded by Trustee Warner.

Motion carried unanimously by voice vote.

2. Brush Pick-up Service

President Godhardt stated brush pick-up will be the first and third Monday's in April and May. The policy will be reviewed again for June. Trustee Luker asked if the Public Works Dept. can adjust their hours to have one employee work at the Maintenance Shop on Saturdays to accept brush drop-offs. President Godhardt replied it should be discussed at a Personnel Committee meeting.

Trustee Luker then asked if the Village should be picking up leaves while picking up brush. Trustee Prellberg replied the Village should stick with the established April and May pick-up schedule until further review.

3. Water Rates

a) Debt Service Fee

Trustee Maroo made a motion to initiate a Debt Service Fee of \$55.00 on the Village's quarterly Utility Bill: \$35.00 for repayment of the IEPA loan and \$20.00 for existing debt for water main replacement along Rt 30; and to remove the Sanitary Fee of \$24.00 from the bill; seconded by Trustee Prellberg.

Motion carried 6-0 by a roll call vote.

Trustee Luker suggested also removing the Capital Improvement line item in the bill and combine it with the Water rate. The Village can make quarterly adjustments to move money from Water and Sewer to a Capital Improvement Fund. Adjustments should include Capital Improvement receipts plus 65% of those funds to represent sewer capital improvements. Trustee Maroo suggested Ms. Grivetti prepare a calculation policy for collecting and preserving capital improvement funds. Attorney Lewis reminded the Board once money is put into a fund for a specific improvement, it must be used for that purpose.

b) Billing Policy & Ordinance Updates

A new utility billing policy developed by the Clerk's Office was presented to the Board for approval. Trustee Luker suggested the late fee be a flat rate instead of the current 10% charge. Attorney Lewis reminded the Board there is already a policy in place in the existing utility ordinance. President Godhardt replied the office created this policy so the Board could consider changing the ordinance.

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Further discussion centered on late fee charges. Trustee Luker suggested 5% with a maximum of \$50 for a late fee. President Godhardt also stated the policy drops the deposit and applies a non-refundable \$50.00 turn-on fee. Attorney Lewis stated the Board must notify users of any new policy. Ms. Grivetti replied the office staff plan to include a detailed notice with the utility bills.

President Godhardt will work with Attorney Lewis to review the policy and suggest changes to the ordinance at a future meeting.

CLERK'S REPORT

Clerk Grivetti stated there are still two delinquent utility bills. Notices were sent, but the users never replied. Trustee Maroo made a motion to shut off service to the two accounts; seconded by Trustee Nelson.

Motion carried unanimously by voice vote.

Ms. Grivetti reported on the Hinckley Flower Beautification Project sponsored by the Hinckley Business Association. Trustee Maroo added the HBA still wants the Village to water 20 flower pots downtown. Ms. Grivetti was instructed not to purchase a flower pot for Village Hall.

Clerk Grivetti presented the Board members with lists of committee meetings for which the office has minutes. Any additional or missing minutes need to be turned in by Friday, April 16, 2010 for consideration of compensation for attendance.

Clerk Grivetti also reported on the money received and the transfers for approval.

MONEY RECEIVED SINCE MARCH 16, 2010

Income Tax Income	\$	10,654.52
Miscellaneous Income		215.778
Park Rental Fee		250.00
Police Fines		110.00
Permit Income		200.00
State Use Tax Income		2,792.16
Utility Tax Income (General Fund)		2,219.02
Utility Tax Income (Road & Bridge Fund)		1,479.35
Water & Sewer Receipts		<u>7,579.22</u>
Total:	\$	25,500.05

TRANSFERS FOR APPROVAL

To Payroll Fund for March Payroll from:		
General Fund	\$	8,209.43
Police Fund		14,392.28
Water and Sewer Fund		10,603.68
Road and Bridge Fund		0.00
Motor Fuel Tax Fund		<u>755.43</u>
Sub - Total:	\$	35,147.93

Minus Police Spec. Acct Contribution of	<u>2,290.00</u>
Total Payroll Transfer:	\$ 33,960.82

Trustee Luker made a motion to approve the transfers. Ms. Grivetti stated there is not enough money to pay all bills and make payroll transfers; she asked where the money will come from. Trustee Maroo made a motion to approve transfers and to borrow \$12,000 from Water and Sewer to the General Fund to cover the transfers; seconded by Trustee Albright.

Motion carried unanimously by voice vote.

EXECUTIVE (CLOSED) SESSION

At 8:55 p.m., Trustee Nelson made a motion to go into executive session subsequent to Sec. 2(c)(1) of the Open Meetings Act for the purpose of discussing personnel matters; seconded by Trustee Albright.

Motion carried 6-0 by roll call vote.

President Godhardt stated decisions will be rendered following the session.

President Godhardt reconvened the regular meeting of the Village Board of Trustees at 9:50 p.m.

Trustee Luker made a motion to approve the following statements:

1. Eliminate temporary office help position effective 4/9/2010;
2. Effective with the May 7, 2010 payroll, new payroll procedures and time schedule will be:
 - Monday – by noon – turn in time sheets to Office Manager
 - Monday – after 1:00 pm – Personnel Chairman to sign off and approve time sheets
 - Tuesday – Office Manager submits payroll to Paychex, Inc. by noon
 - Wednesday – Paychecks delivered (by FedEx) and signed by 1 Village Official
 - Friday – distribute in sealed envelopes to employees after 10:00 am.
3. Due to time restraints on payroll check signing, the Personnel Chairperson will have the ability to sign off on the Payroll Account only. Signers would be: Mayor, Mayor Pro-tem and Personnel Chairperson. No one else would be authorized to sign checks.
4. In order to receive full benefits, employees must meet the requirements of section 3.3.1 (page 5) of the Personnel Manual (Full-time – Any person who works a 40 hour week in accord with the schedule adopted by the Village Board will be considered as a full-time employee).
5. Office hours are Monday – Friday 8:00 am to 4:30 pm with ½ hour lunch to be taken from 12:00 – 12:30 (at this time the office would be closed); Office Manager to work 40 hours and Office Clerk to work 20 hours for a total of 60 hours a week – No Overtime. Employees are required to work during office hours only.
6. The Park Coordinator will work a maximum of 10 hours per week.
7. Absolutely no overtime unless approved by the Village President and reported to the Village Board.

The motion was seconded by Trustee Prellberg.

Motion carried 5-0 by roll call vote (Trustee Warner was absent for the vote).

DISCUSSION

Trustee Prellberg stated there is a misperception that the Village Board instructed the Police Chief to use “ticket money” to pay police staff. President Godhardt replied the Village Board approved the Chief’s suggestion for paying part-time staff. Trustee Prellberg suggested President Godhardt find out how many domestic abuse cases have occurred since the Board extended over night police hours. Trustee Luker added he would like to see a more detailed police report.

ADJOURNMENT

Trustee Prellberg made a motion to adjourn the meeting at 10:00 p.m.; seconded by Trustee Nelson.
Adjournment was approved unanimously.

The next regular meeting of the Hinckley Village Board will be **Monday, April 26, 2010 at 7:30 p.m.** at Village Hall.

Dan P. Godhardt, Village President

Dawn R. Grivetti, Village Clerk